



Source Selection Evaluation

Considerations for Selecting Teams

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Evaluation Factors and Teams

- **Price**
 - **Cost Evaluation Board (CEB)**
- **Past Performance**
 - **Performance Risk Assessment Group (PRAG)**
- **Technical**
 - **Source Selection Evaluation Board (SSEB)**

- **Socioeconomic Programs**

All Contracting Office personnel are appointed by the SSAC

Chairperson
2004 DLA A/P Conference



Evaluation Factors

- **Price is evaluated for:**
 - **Completeness: proposal contains costs to perform all tasks required**
 - **Reasonableness: utilizing cost or price analysis techniques as described in the FAR, along with assistance from DCAA**

Does the offeror's price proposal include all the costs associated with the work to be performed and are those

costs reasonable?



Evaluation Factors

- Past Performance is evaluated for:
 - **Relevance:** similarity of service, complexity, technology, magnitude of effort, contract scope and type, and schedule
 - **Quality:** quality of service, timeliness of performance, cost control, business relations, transition of operations, and financial and business stability
 - **Overall Risk:** overall risk associated with offeror's ability to perform, based on *Has the offeror's past performance prepared them for the work to be performed?*



Evaluation Factors

- **Technical proposal is evaluated for:**
 - **Completeness and clarity**
 - **Degree of compliance with the solicitation**
 - **Risk that the approach will be unsuccessful as proposed**
 - **Subjective assessment - no absolute standards EXCEPT those defining the minimum requirements**
Does the offeror demonstrate an understanding of the scope and complexity of the work to be performed?



Evaluation Factors

- **Socioeconomic proposal:**
Subcontracting Plan (required for large businesses only); Socioeconomic Program Utilization; Javits-Wagner-O'Day (JWOD) Act Entity Utilization; and, DLA Mentoring Business Agreements (MBA) Program Participation
- **Evaluated for responsiveness to the requirements of the regulations and solicitation**
How meaningful (\$, complexity, variety) is the proposed participation?



Team Composition

- **Cost Evaluation Board (CEB)**
 - **Contracting Officer chairs**
 - **Members may include senior Price/Cost Analysts, Contract Specialists, and DORRA analysts (≥ 2)**
- **Performance Risk Assessment Group (PRAG)**
 - **Members may include senior technical experts from DLA J-3, requiring activity, and DCMA (3 - 4 total)**
 - **Usually chaired by the requiring activity**



Team Composition

- **Source Selection Evaluation Board (SSEB)**
 - **Members may include senior technical experts from DLA J-3, requiring activity, internal DLA customers, external (military) customers, host activity, and the Contracting Specialist (5 - 7 total)**
 - **Usually chaired by the requiring activity**



Roles and Responsibilities

- **Assist the Source Selection Advisory Council (SSAC) and the Source Selection Authority (SSA) with their decision-making**
- **Produce suitable expert analysis covering factors pertinent to the source selection decision**
- **Make recommendations to the SSAC based on their evaluations**



Safeguards

- **All board member nominees must confirm that they, or any family member, would not be adversely affected by a function being contracted out**
- **Nominees must sign a certificate of non-disclosure and conflict of interest declaration**
- **Each evaluation board is isolated from the others**



Preparation

- **Each evaluation board receives formal training on the selection process and applicable rules**
- **Members need to be familiar with the solicitation**
- **Members receive copies of the Source Selection Plan (SSP), evaluation aids, and templates for the required report and briefing**



Specific Requirements - CEB

- **Familiarity with cost principles**
- **Understanding of applicable cost elements and estimates**
- **Understanding of the Performance Work Statement**
- **Familiarity with Excel, Word, and PowerPoint**



Specific Requirements - PPAC

- **Understanding of the Performance Work Statement**
- **Familiarity with the skills essential for performance of the activity's mission**
- **Willingness to call survey respondents for additional information**
- **Familiarity with Word and PowerPoint**



Specific Requirements - CSER

- **Understanding of the Performance Work Statement**
- **Familiarity with the organization's mission and customers**
- **Familiarity with the work requirements and skills essential for performance of the activity's mission**
- **Willingness to consider alternate approaches to the way it's always been done**
- **Familiarity with Word and PowerPoint**



General Requirements

- **Strong analytical skills**
- **Strong verbal and written communication skills**
- **Ability to work as a team!!!!!!!!!!!!!!!!!!!!!!!!!!!! - members MUST achieve consensus**
- **Significant time commitment. For the SSEB:**
 - **2-3 days for site visit and pre-proposal conference**
 - **2-3 weeks for initial review**
 - **1-2 weeks for oral presentations**
 - **1-2 weeks for proposal revisions**
 - **1 week x 2 for SSAC presentations**